
IT Plan – Agency Submitted

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Agency IT Overview

The North Dakota Judicial System is a co-equal branch, which consists of the Supreme Court, District Courts, and Municipal Courts. Together, these courts form a judicial team that has responsibility for providing an equal and fair system of justice to the citizens of North Dakota.

The mission of the North Dakota Judicial Branch is:
To resolve disputes with justice and efficiency.

In 1976, a new judicial article to the North Dakota constitution began a transformation of the state courts from a partially decentralized structure to the unified, three-level organization that exists today.

The Judicial Branch consists of the Supreme Court and District Courts and employs over 330 people in 7 judicial districts supporting judicial services in all 53 counties and approximately 80 Municipal Courts.

The Supreme Court is the appellate court of last resort; the District Courts are the general jurisdiction trial courts, the juvenile courts, and the first-level appellate courts in some instances; and the Municipal Courts hear local ordinance violations.

The Supreme Court:

The Supreme Court is the highest court in the State of North Dakota. The Supreme Court has original jurisdiction in some cases and provides a court of appellate jurisdiction for the public. The Supreme Court also has administrative supervision over all courts of North Dakota, including all justices and judges and has constitutional authority to adopt rules of procedure for the judicial system.

Ultimate responsibility for the efficient operation of the judicial system resides with the Supreme Court. The Constitution establishes the Supreme Court's administrative responsibility for the judicial system by designating the Chief Justice as the administrative head of the judicial system. To help it fulfill the administrative and supervisory responsibilities, the Supreme Court relies upon the state court administrator, presiding judges, and various advisory committees, commissions, and boards. The state court administrator, appointed by the chief justice, is tasked with the responsibility of assisting the Supreme Court in preparing judicial budgets, providing for judicial education services, coordinating technical assistance to all levels of courts, planning for state-wide judicial needs, and administering a personnel system.

The District Court:

The District Courts are courts of general jurisdiction in North Dakota. They have original and general jurisdiction in all cases, including criminal, felony and misdemeanor cases, general jurisdiction for civil cases, and has appellate jurisdiction provided by law in some instances.

The District Courts also serve as the juvenile courts in the state and have exclusive and original jurisdiction over any minor who is alleged to be unruly, delinquent, or deprived.

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The state is divided into seven judicial districts. In each judicial district a presiding judge supervises court services of all courts in the district. There are District Court services in each of the state's fifty-three counties. All of the judicial districts have court administrative personnel who work with governmental agencies, budgets, facilities, records management, personnel, and contract administration. The Clerk of District Court carries out the record keeping functions for the District and Juvenile Court.

The Judicial Conduct Commission & Disciplinary Board:

The Judicial Conduct Commission has the responsibility, power, and duty to investigate complaints against any judges of the State of North Dakota and to conduct hearings concerning the discipline, removal, or retirement of any such judge. The Disciplinary Board of the Supreme Court serves the same function in receiving and investigating complaints against attorneys of this state. The professional discipline of judges and attorneys is intended to protect the public from incompetent and unfit individuals.

Judicial Branch Size and Locations

Judicial services are provided within each of North Dakota's 53 counties, at county courthouses and municipal courthouses. These services are provided with the support and cooperation of 330+ state employees, many county employees and municipal court employees.

The 1999 legislature passed legislation that provides alternatives to counties for state funding of all judicial services. The decisions regarding which options to choose are to be made by each individual county. Personnel in the clerks of court offices in 11 counties have become state employees; while the remaining 43 counties have chosen to contract with the State Court Administrators Office for funding of clerk services.

Agency IT Plan Contact Data

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Agency Technology Goals And Objectives

Goal 1: Expand the use and availability of data from judicial case management systems.

Objective 1: Increase the use of and accessibility to the Unified Court Information System and Data Warehouse by judicial districts, court employees, criminal justice personnel, and the public.

Objective 2: Continue to enhance and/or replace the Unified Court Information System, Juvenile Case Management System and Jury Management system to meet the evolving needs of the Judicial Branch.

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Objective 3: Evaluate and implement methods of integration with other entities and computer other information systems.

Goal 2: Ensure efficient management of IT Resources.

Objective 1: Centralize purchase, setup, support and IT resource tracking within the State Court Administrator's office.

Objective 2: Evaluate and implement appropriate methods for improving the level of support through the use of technology based tools.

Objective 3: Evaluate and implement appropriate methods for providing service more efficiently through the use of technology based tools.

Objective 4: Evaluate and implement appropriate technology solutions to reduce the cost of ownership for personal computers and information systems.

Objective 4: Evaluate and implement technology advancements, including new software and hardware which will aid in increasing the efficiency of judicial employees.

Goal 3: Provide appropriate technology training to information system users.

Objective 1: Evaluate and implement efficient and effective methods of information system training.

Objective 2: Evaluate and implement appropriate training methods and classes.

Objective 3: Identify IT staff training needs and acquire appropriate training.

Goal 4: Update and maintain infrastructure to maximize efficiency of employees

Objective 1: Replace IT equipment according to an established replacement schedule and as necessary.

Objective 2: Maintain acceptably current versions of software applications.

Objective 3: Implement methods to increase automation and information sharing.

Goal 5: Make judicial services and information more accessible.

Objective 1: Evaluate and implement methods to improve efficiency of providing judicial services to rural areas of the state.

Objective 2: Evaluate and implement appropriate methods of providing easy and timely access to judicial information systems.

Objective 3: Increase the accessibility of judicial information systems through electronic data sharing.

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1. If applicable, describe the reason for any extraordinary increase or decrease in your infrastructure costs.

n/a

2. Total number of desktop computers: 500
Number of desktops for which you are requesting replacement funding: 250
Average replacement cost/desktop: 574

3. Total number of laptop computers: 66
Number of laptops for which you are requesting replacement funding: 33
Average replacement cost/laptop: 1,661

What state planning region are these desktop/laptop computers located?

Region 1	25	2	67	3	35	4	101	5	103	6	54	7	150	8	31
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4. What percentage of these pcs are running the following operating systems:

(total should be equal to 100%)

Windows 98	0 %
Windows NT	0 %
Windows 2000	5 %
Windows XP	50 %
Other	45 %

5. What additional expenditures are being paid out of non-appropriated funds? 0

Please explain:

NA

Agency Technology Activities

The infrastructure component includes all the costs necessary to maintain the current systems of the Judicial Branch, including:

Hardware and software replacement costs;

Maintenance agreement estimates for hardware, software and systems;

Maintenance and upgrades to video conference systems and voice recording systems;

Budget for items paid to the Executive Branch Information Technology Department (ITD) for telecommunications, telephone and technology-related items;

Disaster recovery items;

Necessary network infrastructure not purchased from ITD;

All other technology related items not included elsewhere.

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	CURRENT APPROPRIATION	BUDGET REQUEST	OPTIONAL ADJUSTMENTS	REQUEST PLUS OPTIONALS	SUBSEQUENT BIENNIUM
IT5110 SALARIES - PERMANENT	\$0	\$869,520	\$0	\$869,520	\$0
IT5111 ADDITIONAL SALARIES	\$582,304	\$0	\$0	\$0	\$0
IT5160 FRINGE BENEFITS	\$0	\$270,374	\$0	\$270,374	\$0
IT5161 ADDITIONAL FRINGE BENEFITS	\$194,074	\$0	\$0	\$0	\$0
IT5310 IT SOFTWARE AND SUPPLIES	\$199,850	\$214,473	\$0	\$214,473	\$0
IT5510 IT EQUIPMENT UNDER \$5000	\$299,230	\$506,183	\$0	\$506,183	\$0
IT6010 IT DATA PROCESSING	\$542,750	\$924,019	\$0	\$924,019	\$0
IT6020 IT COMMUNICATIONS	\$449,899	\$456,223	\$0	\$456,223	\$0
IT6030 IT CONTRACT SERVICES & REPAIRS	\$575,959	\$773,654	\$0	\$773,654	\$0
Total Budget:	\$2,844,066	\$4,014,446	\$0	\$4,014,446	\$0
001 STATE GENERAL FUND	\$2,844,066	\$4,014,446	\$0	\$4,014,446	\$0
Total Funding:	\$2,844,066	\$4,014,446	\$0	\$4,014,446	\$0

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Project: 1 Enhanced Records Management System

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Agency Priority - 1

Project Type: Ongoing initiative

Project description

This project seeks to implement an Enhanced Records Management System (ERMS) in the North Dakota Judicial Branch.

An ERMS for the Unified Judicial Branch is intended to preserve court information, promote greater accessibility to that information, and reduce operational and records storage costs within the Judicial Branch.

An ERMS will result in the creation of an electronic case folder which will replace the current paper case folders housed and stored in courthouses across the state.

Briefly describe the business need or problem driving the proposed project.

The need to access court records both simultaneously and remotely is increasing.

Costs to store paper court case information records are increasing as the volume of records being stored increases.

An enhanced records management system may be integrated with an electronic filing system to provide a complete electronic document management system.

Describe how the project is consistent with the organizations mission.

The mission of the Judicial Branch is to resolve disputes with justice and efficiency.

The use of an enhanced records management system will help increase efficiency by allowing judges, court personnel and others to access the case folder wherever the folder may be and access it at the same time as others across the judicial system or state.

Describe the anticipated benefits of the project and who will derive the benefits.

The benefits of this project include: (Detailed in Narrative)

Describe the impact of not implementing the project.

The impact of not implementing an ERMS includes:

- Costs to store an increasing amount of paper will increase.
- Access to court case folders will be paper-based only, with the limitations associated with paper-based access.
- Electronic access to case documents will be limited to data contained within the case management system.

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Identify any risks associated with implementing this project and explain how the risks will be mitigated.

Users of the case information may not be willing to accept dramatic changes in how the records are stored and accessed. To mitigate, we will work actively and collaboratively with all interested parties.

Vendors must be able to adequately redesign the business processes to take advantage of the workflow components ERMS provides. The vendor selected must be proficient in such tasks. To mitigate, we will select vendors with proven history of successfully implementing similar projects.

Describe the additional costs?

Enter any additional costs for the project that are not included in IT Object Codes used in the Project Cost Screen?

Additional Costs? -

Optional Project Costs -

Total Project Cost? -

Tot Proj Costs + Optionals - **\$0**

What additional expenditures are being paid out of non-appropriated funds?

NA

Explanation of Financial Impact.

This project should increase efficiency in the trial courts by having all contents of the file available on-line, so that judges and staff who travel from county to county do not have to physically have the file with them. If new documents are filed, they can be scanned and available immediately, rather than holding them in the event the file is not available.

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		CURRENT APPROPRIATION	BUDGET REQUEST	OPTIONAL ADJUSTMENTS	REQUEST PLUS OPTIONALS	SUBSEQUENT BIENNIUM
IT5310	IT SOFTWARE AND SUPPLIES	\$0	\$102,000	\$0	\$102,000	\$0
IT6030	IT CONTRACT SERVICES & REPAIRS	\$0	\$13,750	\$0	\$13,750	\$0
	Total Budget:	\$0	\$115,750	\$0	\$115,750	\$0
001	STATE GENERAL FUND	\$0	\$115,750	\$0	\$115,750	\$0
	Total Funding:	\$0	\$115,750	\$0	\$115,750	\$0

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Project: 2 UCIS Update/Replacement

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Agency Priority - 2

Project Type: New initiative

Age of Current Application: 16

Project description

This project seeks to significantly update or replace the current case management system used by the ND Judicial Branch.

The current case management system was developed nearly 20 years ago in Scot county Minnesota. While it has served the Judicial Branch very well, significant enhancements or a complete replacement are required to continue to meet the increasing and changing demands of the Judicial Branch and the public.

Briefly describe the business need or problem driving the proposed project.

The needs of the Judicial Branch are changing such that the current system architecture cannot meet those needs.

For example:

- * Many additional groups of people desire access to the system, but the security design of the system does not allow for varied groups;
- * The forms and document processing capabilities are limited;
- * Web-based access is difficult to implement;
- * Current financial record keeping in the system is inadequate.

Describe how the project is consistent with the organizations mission.

The mission of the Judicial Branch is to resolve disputes with justice and efficiency.

The use of full functional, robust case management systems aid in processing cases efficiently. The system must integrate with numerous governmental systems, provide management information to judges, court personnel, justice personnel and the public.

Describe the anticipated benefits of the project and who will derive the benefits.

The benefits of providing an updated case management system include: (Benefits detailed in Narrative)

Describe the impact of not implementing the project.

The Judicial Branch will rely on its existing, aging case management system, which is not meeting some of the demands being placed on the system.

Identify any risks associated with implementing this project and explain how the risks will be mitigated.

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Risks: (Risks detailed in Narrative)

Describe the additional costs?

Enter any additional costs for the project that are not included in IT Object Codes used in the Project Cost Screen?

Additional Costs? -

Optional Project Costs -

Total Project Cost? -

Tot Proj Costs + Optionals - **\$0**

What additional expenditures are being paid out of non-appropriated funds?

NA

Explanation of Financial Impact.

The current case management system is aging at over 15 years old and replacement or significant enhance options need to be considered.

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		CURRENT APPROPRIATION	BUDGET REQUEST	OPTIONAL ADJUSTMENTS	REQUEST PLUS OPTIONALS	SUBSEQUENT BIENNIUM
IT5510	IT EQUIPMENT UNDER \$5000	\$0	\$175,000	\$0	\$175,000	\$0
IT6030	IT CONTRACT SERVICES & REPAIRS	\$100,000	\$1,200,000	\$0	\$1,200,000	\$0
	Total Budget:	\$100,000	\$1,375,000	\$0	\$1,375,000	\$0
001	STATE GENERAL FUND	\$100,000	\$1,375,000	\$0	\$1,375,000	\$0
	Total Funding:	\$100,000	\$1,375,000	\$0	\$1,375,000	\$0